



Introduction

This manual is designed to assist Accela applicants who must apply for an Associate Grading and Erosion Control Permit (single or multiple lots within a subdivision) within the City of Colorado Springs. Land developers or other entities needing a general GEC Permit should refer to the GEC Manual for application instructions.

Before getting started, here is some of the information you will need to complete your application.

- Property address and parcel number. If parcel number is not known, you may need to search on the El Paso County Assessor's website at <https://assessor.elpasoco.com/user-friendly-parcel-search-tool>.
- Property owner's name, mailing address, phone number and email address. (Can be found on GEC Plan or CSWMP.)
- GEC Administrator's name, mailing address, phone number and email address. The GEC Administrator will be the site representative responsible for all self-inspections, maintaining the project's CSWMP, and authorizing repair and maintenance of construction control measures.
- Electronic copies to upload if using any of the following: Markup Existing GEC CSWMP, Alternative AGECSWMP, Atypical Single Family Residential GEC Plans or Non-single Family Residential GEC Plans.
- Master Project Number. The master project number should be obtained by contacting the Project Engineer that designed the general GEC Plan and CSWMP. The master project number will also be displayed below the City approval signature on the GEC Plan cover sheet.
- Method of Payment. Payments can be made by either credit card or electronic funds transfer.





GETTING STARTED

Create an Account

1. Visit <https://aca-prod.accela.com/COSPRINGS/Default.aspx>
2. On the login page, click on “New User: Register For an Account”

Search existing records

Home Police Records Public Works Business Licensing Stormwater

Advanced Search

User Name or E-mail: Password:

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with **Accela, Inc.**, we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

To get started, select one of the services below

- For help with Public Works permits or inspections, please call 719-385-2677.
- For help with Police Records, please call 719-444-7463..

3. Check box upon reading disclaimer to acknowledge acceptance of terms. Continue Registration.

Home Police Records Public Works Business Licensing Stormwater

Advanced Search

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

1 **General Disclaimer**
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

2 ☒ I have read and accepted the above terms.

3

4. Fill in all required information. Fields with a red asterisk are required. Select “Add New” under contact information and complete form. Continue Registration.





User Manual Associate GEC Permit Application

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

1

Enter your User Name and Password. You must also enter a unique email address

* User Name:	<input type="text"/>	* E-mail Address:	<input type="text"/>
* Password:	<input type="password"/>	* Type Password Again:	<input type="password"/>
* Enter Security Question:	<input type="text"/>	* Answer:	<input type="text"/>

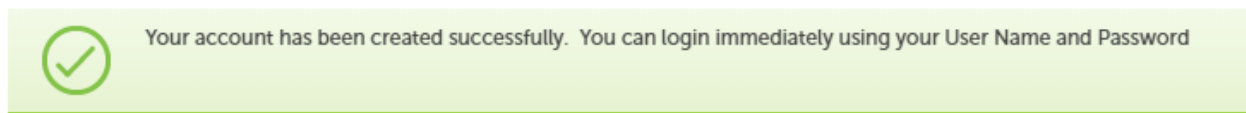
Contact Information

Choose how to fill in your contact information.

2 [Add New](#)

3 [Continue Registration »](#)

5. You will receive the following message indicating your account has been created.



Logging In

1. On the login page, enter user name or e-mail and password and click "Login"

User Name or E-mail:	<input type="text"/>	Password:	<input type="password"/>	Login »
<input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account				

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

To get started, select one of the services below

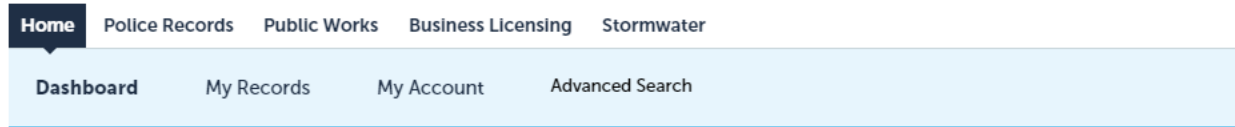
- For help with Public Works permits or inspections, please call 719-385-2677.
- For help with Police Records, please call 719-444-7463..



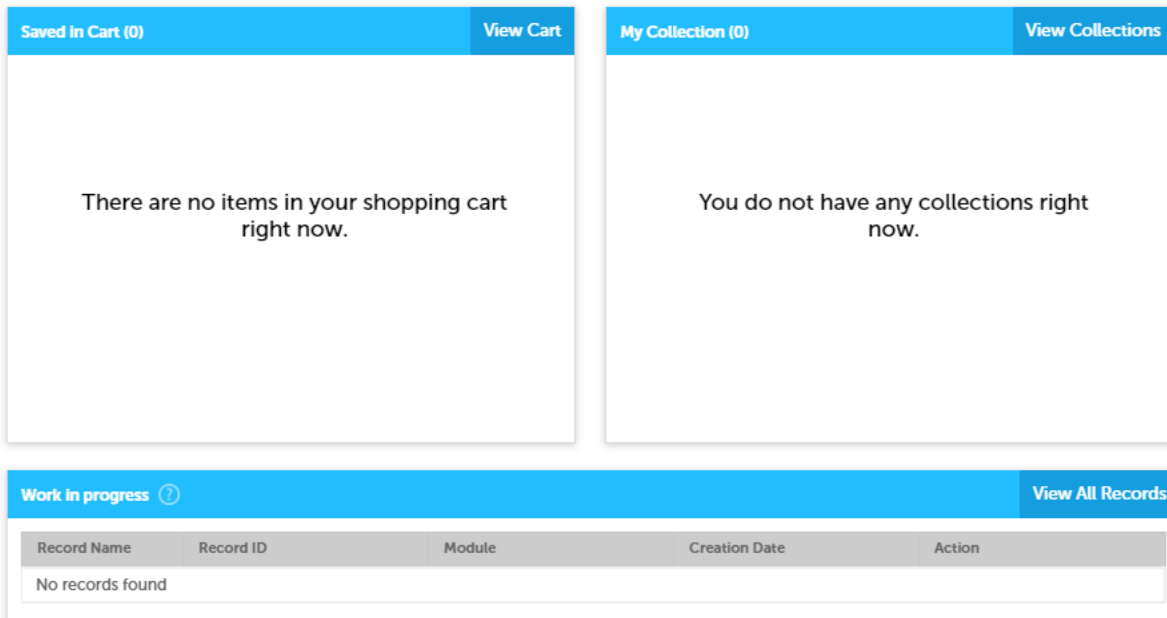


User Manual Associate GEC Permit Application

2. Upon successful login, user will be taken to the Accela Citizen Access home screen.



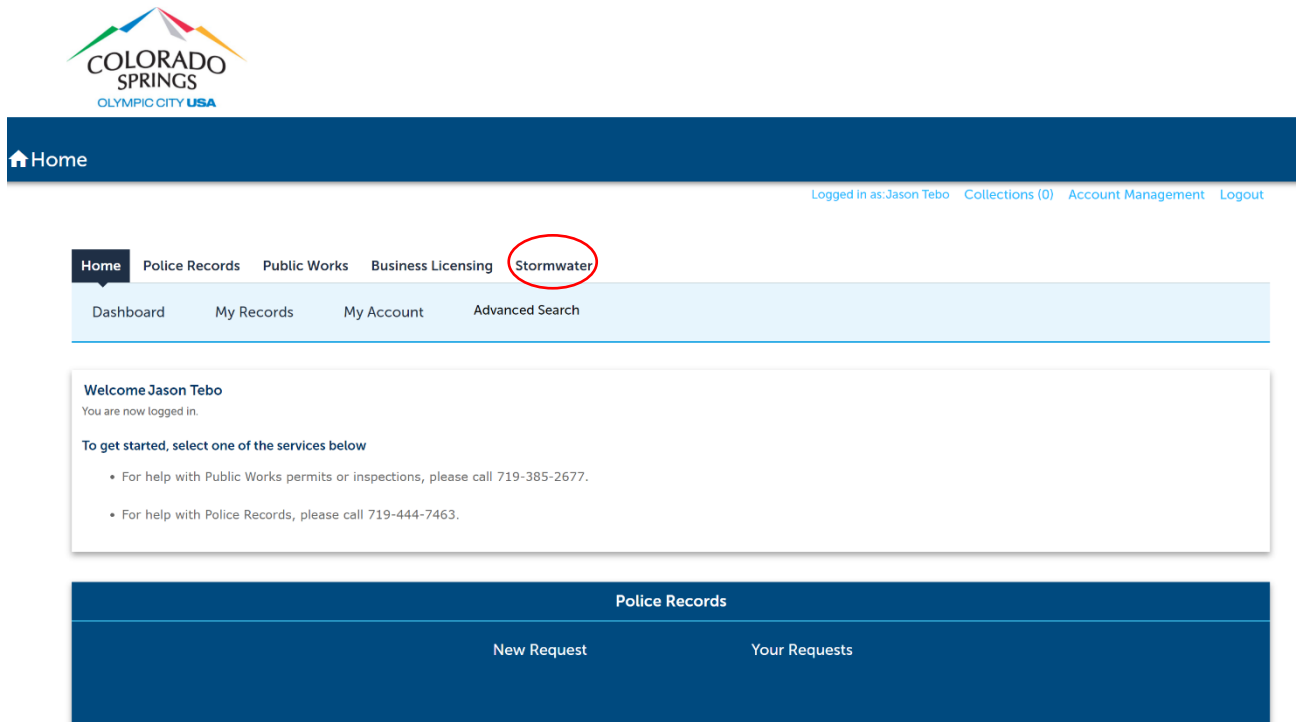
Hello, FEng LEng





GEC PERMIT APPLICATION

1. Visit <https://aca-prod.accela.com/COSPRINGS/Default.aspx> and login/create account. (See Getting Started above)
2. Upon logging in, user will be taken to the home screen. Select the Stormwater tab.



3. Select "Apply for a Permit" and check box after reading disclosure. Select "Continue Application."



Home Police Records Public Works Business Licensing **Stormwater**

1 **Apply for a Permit** Search Permits

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, at convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

2 ☒ I have read and accepted the above terms.

3 **Continue Application »**

4. Select "SWENT Associate GEC Permit" and continue application.

Home Police Records Public Works Business Licensing **Stormwater**

Apply for a Permit Search Permits

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

Stormwater Permits

1 ☒ SWENT Associate GEC Permit

☐ SWENT GEC Permit

2 **Continue Application »**

5. Enter all applicable location information. If parcel number is not known, you may need to search on the El Paso County Assessor's website at <https://assessor.elpasoco.com/user-friendly-parcel-search-tool>. Continue Application.



User Manual Associate GEC Permit Application

Address

1

* Street No.:	Direction:	* Street Name:	Street Type:
2880	--Select--	International	CIR
Unit Type:		Unit No.:	
--Select--			
City:	State:	Zip:	
Colorado Springs	CO	80910	

Search Clear

Parcel

2

* Parcel Number:
6416303006

Search Clear

Save and resume later

3 Continue Application »

6. Enter Owner information. This information can usually be found on GEC Plan or CSWMP. **It is critical that the correct owner information is provided.**

SWENT GEC Permit

1 Location & People 2 Permit Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Location & People > Contact Information

* Indicates a require

Owner

* Owner Name:	?	Title:
City of Colorado Springs		
Organization Name		
* Address Line 1:		
2880 International Circle		
Address Line 2:		
* City:	* State:	* Zip:
Colorado Springs	CO	80910
* Phone:		
(719) 555-1234		
* E-mail:		
sample@coloradosprings.gov		

Search Clear



7. Scroll down. If applicant will also serve as GEC Administrator, click "Select from Account" under "GEC Administrator" and "Applicant." Continue Application. Go to step 9. (If the GEC Administrator will be someone else or a third party contractor, skip this step and see step 8).

GEC Administrator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

1 Select from Account
Add New

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

2 Select from Account
Add New

Save and resume later
3 Continue Application >

8. If the GEC Administrator is anyone other than applicant, select "Add New." Enter GEC administrator information and select "Continue." Under Applicant, click "Select from Account." Continue Application.

GEC Administrator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account
1 Add New Complete form and select "Continue"

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

2 Select from Account
Add New

Save and resume later
3 Continue Application >

9. Select "Add Row" or the arrow next to "Add Row" to add up to 10 rows.



User Manual Associate GEC Permit Application

Apply for a Permit

Search Permits

SWENT Associate GEC Permit

1 Location & People	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6
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Step 2: Step 2 > Permit Details

* Indicates a required field.

Custom Lists

PERMIT/LOT DETAILS

Showing 0-0 of 0

Lot Number	Lot Type	Lot Status	GEC Plan Type	Plan Name	Comments/Notes
No records found.					

Add a Row Edit Selected Delete Selected

Continue Application »

Save and resume later

10. Enter individual lot details. If "Atypical Single Family Residential" or "Non-single Family Residential" are selected for "Plan Type," Plan Name must be entered. Select Submit.

1

* Lot Number:	* Lot Type:	Lot Status:
<input type="text"/>	<input type="text"/>	Active
* GEC Plan Type:	Plan Name:	Comments/Notes:
--Select--	<input type="text"/>	<div></div>
spell check		
* Lot Number:	* Lot Type:	Lot Status:
<input type="text"/>	<input type="text"/>	Active
* GEC Plan Type:	Plan Name:	Comments/Notes:
--Select--	<input type="text"/>	<div></div>
spell check		

2

Submit

Cancel

11. Once all lots are entered, Continue Application.





User Manual Associate GEC Permit Application

Custom Lists

PERMIT/LOT DETAILS

Showing 1-10 of 10

<input type="checkbox"/>	Lot Number	Lot Type	Lot Status	GEC Plan Type	Plan Name	Comments/Notes	
<input type="checkbox"/>	1	A	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	2	B	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	3	A	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	4	A	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	8	A	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	9	B	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	10	B	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	11	A	Active	Typical Single Family Residential			Actions ▾
<input type="checkbox"/>	12	C	Active	Atypical Single Family Residential	Atypical Plan		Actions ▾
<input type="checkbox"/>	13	A	Active	Typical Single Family Residential			Actions ▾

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

12. Upload electronic copies if using any of the following: Markup Existing GEC CSWMP, Alternative AGECE CSWMP, Atypical Single Family Residential GEC Plan or Non-single Family Residential GEC Plan, select "Add" to upload document. If not, skip to step 15.

[Apply for a Permit](#) [Search Permits](#)

SWENT Associate GEC Permit

1 Location & People	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6
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Step 3: Step 3 > Attachments

If you are using any of the following document types, please upload documents here:

- Markup Existing GEC CSWMP
- Alternative AGECE CSWMP
- Atypical Single Family Residential GEC Plan
- Non-Single Family Residential GEC Plan

* indicates a required field.

Attachment

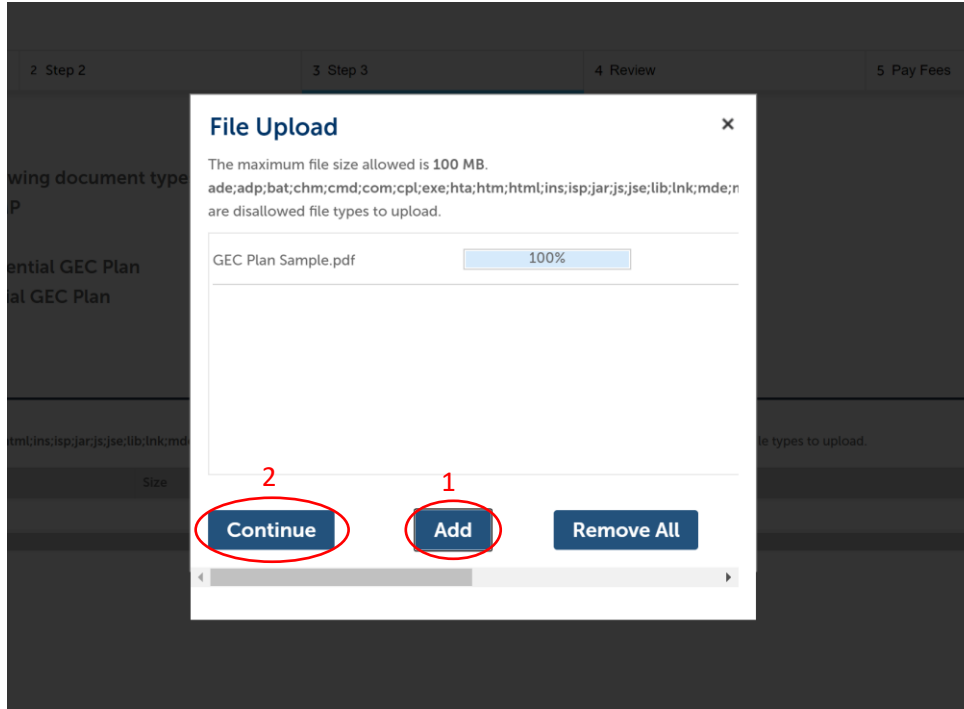
The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#) [Continue Application »](#) [Save and resume later](#)

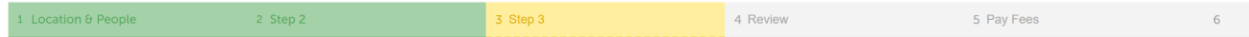
13. Select "Add" again in pop-up to browse for files you would like to attach. Once files are added select "Continue."





14. Continue Application.

SWENT Associate GEC Permit



Step 3: Step 3 > Attachments

If you are using any of the following document types, please upload documents here:

- Markup Existing GEC CSWMP
- Alternative AGECE CSWMP
- Atypical Single Family Residential GEC Plan
- Non-Single Family Residential GEC Plan

* Indicates a required field.

Attachment

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
GEC Plan Sample.pdf	Grading & Erosion Control (GEC) Plan	82.65 KB	01/29/2021	Actions ▼
CSWMP Sample.docx	CSWMP	11.21 KB	01/29/2021	Actions ▼

Add

Save and resume later

Continue Application »

15. Review all details on the review page. If any information is incorrect, select "edit" on applicable sections. If information is correct, read certification, check box and select "Continue Application."





User Manual Associate GEC Permit Application

13	A	Active	Typical Single Family Residential	Typical Single Family Residential
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Attachment

[Edit](#)

The maximum file size allowed is 1000 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
GEC Plan Sample.pdf	Grading & Erosion Control (GEC) Plan	82.65 KB	01/29/2021	Actions ▼
CSWMP Sample.docx	CSWMP	11.21 KB	01/29/2021	Actions ▼

1 I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

2 ☐ By checking this box, I agree to the above certification.

Date:

[Save and resume later](#)

3 [Continue Application »](#)

16. Select payment method. Enter all required information (for bank account, routing and account number will be needed). Select "Submit Payment."

Amount to be charged: \$1,000.00

1 ☒ Pay with Credit Card
☐ Pay with Bank Account

2 Credit Card Information:

* Card Type: --Select-- * Card Number: * Security Code: ?

* Name on Card: * Exp. Date: 01 2021

Credit Card Holder Information:

☐ Auto-fill with Jason Tebo

Country: United States

* Street Address:

* City: * State: --Select-- * Zip:

* Phone:

E-mail:

3 [Submit Payment »](#)





17. Once application is complete and payment is processed, the applicant will receive a confirmation email. This email will include your permit number and the name and phone number of your City inspector. An initial site inspection is required to be performed and accepted by your assigned City Inspector prior to granting permit approval. **No major earth disturbance activities may be conducted (with the exception of installation of initial sediment and erosion control measures) until the GEC permit is approved by the City Inspector during this Initial Inspection.** Refer to the City of Colorado Springs Stormwater Construction Manual for additional information relating to initial inspection requirements.

